



## *Los Angeles County* **BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
3.050	Identification Cards	06/11/02

### PURPOSE

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Establishes a County policy to accept foreign consulate identifications cards as valid photo identification for County services/programs.

### REFERENCE

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June 11, 2002 Board Order, Synopsis 90.

January 14, 2003 Board Order, Synopsis 56

February 8, 2005 Board Order 14

### POLICY

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- 1) When members of the public are required to provide identification, County departments are authorized to accept as valid identification a photo identification card issued by the Consulate of Mexico known as the Matricula Consular Identification Card.
- 2) The Chief Administrative Officer is delegated the authority to approve acceptance of other foreign consulate identification cards after notifying the Board of Supervisors, if the card meets the following requirements:
  - a) The card includes on its face a photograph of the person, the person's date of birth, height and weight, and current address;
  - b) The applicant was required to provide reliable identifying information in order to obtain the card; such as a passport, birth certificate, or other document acceptable to the CAO; and
  - c) The card has features reasonably designed to protect against fraud and counterfeit reproduction.
- 3) The CAO will notify the Board of all applications of foreign consulate identification cards deemed as satisfying requirements of this Policy, and provide Board members with adequate time to place the matter on a Board Agenda if so desired.

- 4) The CAO will compile and make readily available to County departments a list of the identification cards that meet the requirements established by this Policy.
- 5) In December of each year, the CAO shall provide the Board with an annual review of the use of consulate cards by departments, including training provided and information on any operational issues. The initial annual review shall address the issue of the appropriateness and feasibility of conducting background checks and/or obtaining fingerprints along with the issuance of consulate cards.
- 6) The CAO may deny acceptance of previously authorized or proposed consulate cards otherwise meeting requirements based on security considerations.
- 7) A County accepted foreign consulate identification card is to be used for identification purposes only and shall not be accepted as proof of legal residency.
- 8) The Policy to accept foreign consulate cards does not apply under circumstances where (1) a Federal or State statute, administrative regulation or directive, or court decision requires that County departments request different identification, (2) a Federal or State statute or administrative regulation or directive pre-empts local regulation of identification requirements, or (3) the County would be unable to comply with a condition imposed by funding source, which would cause the County to lose funds from that source.
- 9) No County department is required to accept a foreign consulate identification card if it has reasonable grounds for determining that the identification card provided by an individual is counterfeit, altered, improperly issued to the cardholder, or otherwise not accurate identification.

#### **RESPONSIBLE DEPARTMENT**

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Chief Administrative Office

#### **DATE ISSUED/SUNSET DATE**

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**Issue Date: June 11, 2002**

**Reissue Date: January 14, 2003**

**Reissue Date: February 8, 2005**

**Sunset Review Date: January 14, 2003**

**Sunset Review Date: February 8, 2005**

**Sunset Review Date: February 8, 2009**

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